

Erving Board of Selectmen

Tuesday, January 03, 2017

Town Hall, Erving, Ma

Selectmen Present: Jacob Smith, Scott Bastarache, William Bembury

Also Present: Bryan Smith, Philip Wonkka, Glenn McCrory, Christine Miranda, Athol Daily News; Katie Nolan, Montague Reporter

Chairman Smith called the meeting to order at 6:30 PM.

Executive Session

At 6:31PM **Chairman Smith** made a motion to enter Executive Session pursuant to MGL Chapter 30A, Section 21 (1) to discuss the reputation, character, physical condition or mental health, rather than professional competence, of an individual, or discuss the discipline or dismissal of, or complaints or charges against, a public officer, employee, staff member or individual.

Roll Call Vote:

Chairman Smith	Aye
Selectman Bembury	Aye
Selectman Bastarache	Aye

The Board returned to open session at 6:46PM.

Executive Session

At 6:47PM **Chairman Smith** made a motion to enter Executive Session pursuant to MGL Chapter 30A, Section 21 (3) to discuss strategy with respect to collective bargaining or litigation if an open meeting may have a detrimental effect on the bargaining or litigating position of the public body and the chair so declares and to review previous Executive Session meeting minutes.

Roll Call Vote:

Chairman Smith	Aye
Selectman Bembury	Aye
Selectman Bastarache	Aye

The Board returned to open session 7:25PM.

Personnel Policy: Drug Policy

The Board reviewed the updated draft of the Drug Policy from the Personnel Relations Review Board. The Board asked the Administrative Coordinator to make the following changes:

- To update the table of contents section to match the stated sections.
- To update section .01 by changing "general order" to read "policy" and to remove "this document supersedes general order xxx previously issued on."
- To update section .02 (5) which currently reads "Accident- an unplanned, unexpected, and unintended event which occurs on town property or town business during working hours or while on Town business..." to now read "Accident- an unplanned, unexpected, or unintended event which occurs on town property or while on Town business..."
- To update section .03 (5) which currently reads "Any employee involved in an accident during their normal work hours or while on business for the Town of Erving, using either a Town of Erving vehicle or a personal vehicle is required to immediately contact the local police department to report the accident. No employee may leave the scene of an accident until instructed to do so by the police. Submit to a drug and/or alcohol test." to now read "Any employee involved in a motor vehicle accident during their normal work hours or while on

business for the Town of Erving, using either a Town of Erving vehicle or a personal vehicle is required to immediately contact the local police department to report the accident. No employee may leave the scene of a motor vehicle accident until instructed to do so by the police. An employee shall be required to submit to a drug and/or alcohol test."

- To update section .04 (6) to reference section .07 instead of section .05.
- To update section .05 (10) to reference section .07 instead of section .05.
- To update section .06 under the heading "Confirmation and Documentation of Reasonable Suspicion" to remove the wording "or health services personnel".

The Board asked the Administrative Coordinator to reformat the existing Drug Free Work Place Policy and Statement into one (1) draft policy without content changes. The Board will review the revised policies on January 23, 2017.

Personnel Policy: Cell Phone Policy

The Board reviewed the updated draft of the Drug Policy from the Personnel Relations Review Board. The Board asked the Administrative Coordinator to make the following changes:

- To update section .01 by changing "general order" to read "policy"
- To update section .07 by removing the following wording "...for employees working 20 hours and above. Rate of reimbursement will be \$25, (Twenty-Five Dollars) per month for employees working 19.9 hours or less."
- To update the Receipt of Cell Phone and Cell Phone Issuance & Use Policy Form to change the current wording "...may result in disciplinary action*." to now read "...may result in disciplinary action as allowed." And to remove the wording "** This policy is applicable to all employees of the Town of Erving"

The Administrative Coordinator will update the draft policy. The Board will review the revised policy on January 9, 2017.

Merit Discussion for Direct Reports

Chairman Smith began the discussion by explaining that direct reports have not received a merit increase in the last three (3) years; noting that some direct reports have not held their current position for the last three (3) years. **Chairman Smith** explained that he has noticed that the level of cooperation and work between departments has increased and serves as an example of their professionalism.

Chairman Smith explained that he was going to recommend a 2% merit increase.

- Deb Mero, Accountant: **Chairman Smith** noted that Deb has been more collaborative with the Board office, providing guidance from her own experience, and has provided support with changes to the budget process.
- Glenn McCrory, Highway Forman: **Chairman Smith** explained that Glenn has been in this role for over two (2) years. He noted that changes in staffing necessitated the need for Glenn to step into a leadership role. **Chairman Smith** discussed examples of Glenn taking on additional duties when the Town required and noted his professional interactions with residents. He summarized that in his observations, Glenn works towards solutions while protecting the needs of the Town.
- Peter Sanders, Chief Operator of the Water and Wastewater Departments: **Chairman Smith** explained that Pete took on a leadership role after staffing changes. He noted that Pete has taken the initiative on various maintenance projects in the pump stations as well as working on solutions with Pan AM Railways and Erving Industries. **Chairman Smith** noted that Pete always demonstrates due diligence and taking leadership on initiatives such as partnering with the School Department on the lead testing program and the Town's sludge hauling agreement.
- Christopher Blair, Police Chief: **Chairman Smith** noted that Chief Blair takes pride in his facility and his staff with a focus on professional conduct. He noted that Chief Blair is often a leader on new initiatives for the Town; being the first in the State to institute the use of body cams and

pursuing the necessary State grants to fund the program. He has also taken the lead on behalf of the Town to work with the State on installing cameras on the French King Bridge. He has also taken a lead on providing IP Mill Security and coordinating efforts with the Fire and Highway Departments. **Chairman Smith** highlighted that Chief Blair has worked to make Erving a competitive and attractive Police Department to retain new full time employees.

- Bryan Smith, Administrative Coordinator: **Chairman Smith** discussed his observations of Bryan's work performance since his hiring. He discussed his appreciation of organization and communication and noted that he believes this work has helped all Town Departments to work well together.
- Philip Wonkka, Fire Chief: **Selectman Bastarache** discussed his review of Chief Wonkka's performance. He explained that Chief Wonkka oversees all purchasing, maintenance of apparatus, and participation in all regional safety efforts. As such, he has been an integral part of the Orange Ambulance contract management and that he has worked to develop delineated staffing levels within the department and a clarification of duties. **Selectman Bastarache** noted that Chief Wonkka has worked to maintain the morale of the existing call force.
- Paula Betters, Senior Center Director: **Selectman Bembury** discussed his review of Paula's performance. He explained that Paula often works above and beyond the hours that are required of the position. **Selectman Bembury** noted that she has increased attendance in programs and participation in the weekly meal program. She has worked with the Council on Aging to develop policies and procedures for the Center. He highlighted that Paula is passionate for the community and citizens that she serves. To that end she is constantly working on grants to improve the services offered at the Center and is actively involved with planning for the proposed Senior Housing.

Selectman Bembury noted his support for a 2% merit across the board for all direct reports. **Selectman Bastarache** expressed his agreement and noted that these positions had not been considered for merits in recent years. **Chairman Smith** explained his support of an equal 2% merit for the direct reports.

Selectman Bembury made a motion to give a 2% merit increase to the 7 direct report positions that had been reviewed. **Selectman Bastarache** seconded. Unanimously approved.

The Administrative Coordinator will update all budget packets with the merit changes and inform the Finance Committee Chair that the Board would like to review this decision during their joint meeting on January 9, 2017.

Records Access Officer

The Board reviewed a copy of Hadley's policy to comply with the changes of the Public Records Law. The Board expressed the support for working on a draft policy that followed a similar format to the policy that Hadley established. The Board asked the Administrative Coordinator to work with the Town Clerk to draft a Records Access Policy.

Proposed STM Review

The Board reviewed the updated draft of the proposed special town meeting warrant. The Board decided:

- to update the article titled "Transfer for Town Hall Siding" to identify the amount of \$60,000
- to identify that the article titled "Transfer for Open Space and Recreation Plan" was submitted by the Planning Board
- to accept the article titled "Transfer for Care Drive Layout and Acceptance" as written
- to identify that the article titled "Transfer for Fiscal Year 2016 Expenses" was submitted by POTW

- to identify that the article titled "Transfer Special Appropriation Funds" was submitted by the Highway Department
- to remove the article titled "To Make Tree Warden Position Appointed"

The Board tentatively scheduled the Special Town Meeting for February 7, 2017 at 7 PM to occur at the Senior & Community Center, 1 Care Drive, Erving, MA. The Administrative Coordinator will follow up with the Town Moderator, the Senior Center Director, and the Finance Committee. The Board plans to finalize the warrant for January 23, 2017.

Review of Waste Collection Agreement

The Board reviewed the bid documents and agreement for Waste Collection Services with Duseau Trucking. The original contract was set to end on June 30, 2016 with the option for two (2) 1 year extensions. The Town and Duseau mutually agreed to extend the contract for fiscal year 2017 and the extension is scheduled to end on June 30, 2017. The Administrative Coordinator explained that Duseau has been very good about communicating with the office and responding to any concerns that the office is notified of by residents. There is a question regarding whether Duseau places a sticker on uncollected refuse to inform residents of the reason. The office will follow up with Duseau to make sure this is happening. The Board asked the Administrative Coordinator to request an updated prevailing wage schedule from the Department of Labor and to begin discussion with Duseau about their interest in extending the contract for fiscal year 2018 to end on June 30, 2018.

Review of Meeting Minutes from Monday, December 19, 2016

The Board reviewed meeting minutes from Monday, December 19, 2016. **Selectmen Bembury** made a motion to approve the meeting minutes as written. **Selectman Bastarache** seconded. **Selectman Bastarache** asked for a friendly amendment to correct the spelling of Keriann Bastarache's name. Unanimously approved.

Adjournment

At 9:13 PM **Chairman Smith** made a motion to adjourn. **Selectman Bastarache** seconded. Unanimously approved.

Respectfully Submitted,



Bryan Smith
Administrative Coordinator